

To: Sheraton Taipei Hotel
Reservation Department
Tel: +886 2 23215858 ext.8204
Fax: +886 2 23518572

E-mail: reservation@sheraton-taipei.com

Date: _____

New Booking Amendment Cancellation Repeat Guest

A. Delegate's Details (Please TYPE or PRINT Clearly in CAPITAL LETTERS)

Salutation: Mr. Mrs. Ms. Dr. Prof.

Surname: _____ First Name: _____

Mailing Address: _____

Tel: _____ Fax: _____ E-mail: _____

Nationality: _____ Birthday (dd/mm/yy): _____

Arrival Date (mm/dd): _____ Arrival Time: _____ Flight No.: _____

Departure Date (mm/dd): _____ Departure Time: _____ Flight No.: _____

B. Room Type / Room Rate

<input type="checkbox"/> Deluxe King Room	NT\$6,800+15% (including One Daily Buffet Breakfast)
<input type="checkbox"/> Deluxe Twin Room	NT\$7,300+15% (including Two Daily Buffet Breakfasts)

- * All room rates are subject to 10% service charge and 5% tax.
- * Complimentary In-room Internet, Newspaper, welcome fruit and use of Gym, swimming pool and sauna
- * Official check-in time is at 15:00 and check-out time is at 12:00 hours.
- * The Hotel will send a written confirmation upon receipt of the completed form.

C. Airport Transportation

Arrival Airport Transfer Yes (Share car with _____) No

Departure Airport Transfer Yes (Share car with _____) No

Airport <=> Hotel (NT\$2,400net per car per trip, Mercedes-Benz S350)

D. Payment Details

Credit Card: VISA Master American Express JCB

Card No : Expiry Date: / (MM/YY)

Card Holder Name (printed): _____ Security Code:

Authorized Signature: _____ Date: _____

※ No reservation will be accepted without credit card details. In case of no-show on the arrival date or cancellation within 72 hours of the arrival date, one night deposit will be charged.

- ÿ These rates will be extended for three (3) days prior and three (3) days post your proposed event dates should delegates wish to extend their stay.
- ÿ Please return this form by the deadline date of **Mar. 1st, 2012**. Cancellations received within 72 hours of arrival or in the event of NO-SHOW, one night's room rent will be charged as penalty.
- ÿ We look forward to serving you in the near future and please do not hesitate to contact us if you have any inquiries.